

## POLICIES OF THE BOARD OF CORRECTIONS

- I. The purpose of the Board of Corrections is to provide leadership and coordination in the field of local detention and corrections in the State of California in compliance with Section 6024, et seq. of the Penal Code.

In carrying out its mandates, the Board of Corrections will seek to develop practical recommendations regarding correctional issues and to facilitate coordination of the various elements of the criminal justice system as they impact local corrections.

It is the Board's intent to provide maximum levels of assistance and response to counties to assure that local correctional facilities and programs are designed, constructed, and operated in ways that promote the highest degree of public safety, the welfare and safety of personnel, and the humane confinement of persons consistent with executive, legislative, and judicial policy.

- II. All previous statements of policy made by this Board, that may conflict with the policies listed herewith, are null and void.
- III. The Board shall, at its regularly scheduled July meeting each year, elect a Vice Chair from among its members. To maximize each member's opportunity to serve in this capacity, no member elected as Vice Chair may serve more than two successive terms.
- IV. The Board of Corrections shall meet on the third Thursday of every other month (January, March, May, July, September, and November). These dates may be modified, or additional meetings called, subject to the discretion of the Chair of the Board. Public notice of all meetings of the Board shall be consistent with the mandates and intent of the Bagley-Keene Act, Sections 11120-11126 of the Government Code.

It shall be the policy of the Board to encourage and stimulate public awareness of and concern for local juvenile and adult detention and corrections issues.

It shall be the policy of the Board to invite a broad spectrum of the public to its meetings in order that diverse concerns can be considered at the time public policy is being formed. In an effort to accommodate all potential participants, and to ensure that the Board completes its regularly scheduled agenda, it is the policy of the Board that a 10-minute maximum be allocated to the presentation of each person or group wishing to address the Board on an issue. The timeframe may be extended at the discretion of the Chair.

- V. Groups or individuals wishing to be placed on the agenda for a meeting of the Board of Corrections should:
  - A. Submit such a request in writing to the Executive Director of the Board three weeks prior to the meeting date.
  - B. All written materials intended for distribution to the Board regarding the issue should be delivered to the Board offices in final form no later than two weeks prior to the meeting date. Such materials may include: an overview of the problem or issue; a brief

summary statement of local remedies or alternatives that have been considered, tried, or rejected; relevant information as to the applicability of the issue or problem to other California jurisdictions or to the Board; and a statement of the action the group or individual is requesting from the Board.

- C. By state law, the Board can only take action on an item where such proposed action is contained in the published agenda of the Board.
  - D. Though persons attending meetings of the Board of Corrections may request and be granted time to address the Board on an issue not included on the agenda, the Board may not take any formal action regarding such issue until a future meeting when the proposed action has been properly noticed. Such requests shall be made to the Board's Chair or Executive Director at the beginning of the meeting and will generally be honored at the conclusion of the regular agenda.
- VI. From time to time the Chair may find it necessary or desirable to establish ad hoc committees or task forces to advise and make recommendations to the Board on matters of policy. At the discretion of the Chair, such ad hoc committees or task forces may include recognized experts from the field, persons affected by the policy or issue, members of the public, or be limited to Board members only. In all cases, the Chair will select a representative from the Board to preside over the subcommittee or task force, including such times when the composition of the subcommittee or task force has been mandated by law.
- VII. The Board shall address legislative issues relating to juvenile and adult detention, local detention facility construction and operation, the selection and training of local corrections personnel, and local corrections systems that address juvenile and adult offenders and higher risk pre-delinquent youth. The Board impacts legislation in California by two methods: (1) developing and sponsoring new legislation, and (2) taking formal positions on bills proposed by other organizations or individuals. In both cases, positions proposed by the Board are forwarded to the Governor's Office for review and approval before they become official Board positions.
- VIII. To avoid unnecessary duplication of effort and to facilitate effective service delivery in the total continuum of criminal justice services, the Board of Corrections shall stimulate lines of communication and coordinate with and among other state and local criminal justice agencies, including, but not limited to: Youth and Adult Correctional Agency, Department of Corrections, Department of the Youth Authority, Board of Prison Terms, Youthful Offender Parole Board, Commission on Peace Officer Standards and Training, Judicial Council, Office of Criminal Justice Planning, and local sheriffs, probation, police, and corrections departments. Interagency loans of staff may be utilized to further this objective, subject to the approval of the Chair or the Executive Director, if such approval has been delegated by the Board.
- IX. Reimbursement of Members' Expenses: Members of the Board shall be reimbursed from the Board of Corrections' budget for actual and necessary travel expenses incurred in the performance of their duties. For purposes of reimbursement, such duties shall include, but not be limited to: Board meetings, subcommittee meetings, hearings sponsored by the Board or at which a member is asked to testify by virtue of membership on the Board, and such other duties as approved by the Chair. The Chair may delegate such approval to the Executive Director. Moreover, members not reimbursed by employing agencies shall be reimbursed by

the Board of Corrections' budget for actual and necessary telephone expenses incurred in the performance of their Board duties.

- X. It shall be the policy of the Board that all Board members who tour facilities, attend meetings, or represent the Board of Corrections in other official capacities make available their observations to the full Board, if the Board so desires. As a matter of courtesy, members of the Board who tour facilities shall provide advance notice to, and attempt to work out such visits at the convenience of, facility commanders or supervisors. Board staff will make such arrangements at the request of any member.
- XI. A volunteer is defined as a person with special expertise who serves in an advisory capacity without compensation. The Board frequently finds the need to use professionals to serve as volunteers. The use of volunteers enhances the unique experience and knowledge available to members and staff, and, in addition, provides a channel of communication among the Board, corrections professionals, the interested public, and local and state government. It is the intent of this Board to include volunteers in an advisory capacity in the establishment of policy and procedures, regulations development, and in special problem identification and solution efforts. The Board's staff is directed to establish written rules and procedures to implement this policy in compliance with Chapter 8.5, Division 5, Title 1 of the Government Code.
- XII. Any or all of these policies may be temporarily suspended or modified, for necessary and sufficient reason, by an affirmative vote of two-thirds of the members present at the meeting.